

# HAMILTON COUNTY JUVENILE COURT

## HAMILTON COUNTY, OHIO

### REQUEST AND INSTRUCTIONS FOR ORDINARY MAIL SERVICE

#### INSTRUCTIONS TO CLERK

IN RE: \_\_\_\_\_  
\_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

IF SERVICE OF PROCESS BY CERTIFIED MAIL IS RETURNED BY THE POSTAL AUTHORITIES WITH AN ENDORSMENT OF “REFUSED” OR “UNCLAIMED”, AND IF THE CERTIFICATE OF MAILING CAN BE DEEMED COMPLETE, NOT LESS THAN FIVE (5) DAYS BEFORE ANY SCHEDULED HEARING, THE UNDERSIGNED WAIVES NOTICE OF THE FAILURE OF SERVICE BY THE CLERK AND REQUESTS ORDINARY MAIL SERVICE IN ACCORDANCE WITH CIVIL RULE 4.6 ( C ) OR ( D ) AND CIVIL RULE 4.6 ( E ).

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Petitioner (s) Name (s) or Attorney (Type or Print)

X \_\_\_\_\_

X \_\_\_\_\_  
Signature (s)